

NOTICE OF NEW PROCEDURES FOR AFFIDAVITS

On April 4, 2002, the Planning Commission adopted a new policy regarding the procedures for filing affidavits for all zoning applications. Consistent with the Board of Supervisors' procedures that were adopted on August 7, 1995, the new Planning Commission procedures require that applicants shall:

1. Reaffirm approved affidavits for zoning applications by submitting to the Office of the County Attorney an approved REAFFIRMATION OF AFFIDAVIT form provided by the County **or** submit a new affidavit, with the REAFFIRMATION OF AFFIDAVIT form identifying the changes, **22** business days prior to the scheduled Planning Commission hearing; and
2. Submit any revised or supplemented affidavit to the Office of the County Attorney no later than close of business **seven** business days prior to the scheduled Planning Commission hearing.

Please note that failure to timely submit the revised or supplemented affidavit to the Office of the County Attorney is cause for **removal** of the application from the scheduled Planning Commission hearing. If such deferrals require renotification, the new procedures provide that such costs shall be borne by the applicant.

All other procedures for reaffirmation of affidavits remain in effect.

The new procedures for affidavits shall go into effect on **June 1, 2002**.

REAFFIRMATION PROCEDURE FOR AFFIDAVITS

4/4/02 Revision

A. BEFORE THE PLANNING COMMISSION HEARING

1. On or before the close of business **twenty-two (22) business days prior to the public hearing** before the Planning Commission, the applicant or the applicant's authorized agent, which agent must be listed in Paragraph 1(a) of the applicant's affidavit, shall:

a. Submit a new affidavit; or

b. Reaffirm the approved affidavit for the application. The reaffirmation of the approved affidavit shall be submitted to the Office of the County Attorney on

a REAFFIRMATION OF AFFIDAVIT form provided by the County.

Note: If at the time of reaffirmation, the information on the approved affidavit must be changed, deleted or supplemented in any way, a new affidavit on an affidavit form provided by the County must be submitted to the Office the County Attorney, and the affidavit paragraphs where such changes, deletions, or additions occur must be identified on the above-described REAFFIRMATION OF AFFIDAVIT form.

2. If the affidavit must be revised or supplemented in any way after the deadline listed in Paragraph A(1) above, the Office of the County Attorney must receive the revised affidavit by close of business, no later than **seven (7) business days prior to the scheduled Planning Commission hearing**. Failure to submit the affidavit by the deadline is cause for removal of the application from the scheduled Planning Commission hearing. If such deferrals require renotification, the costs shall be borne by the applicant.

3. At each and every hearing on the application before the Planning Commission, the applicant or the applicant's authorized agent, who must be listed in Paragraph 1(a) of the applicant's affidavit, shall be required to make an oral statement that the reaffirmed affidavit or the new affidavit is correct and accurate as of the date of the hearing.

4. If the applicant's hearing before the Planning Commission is deferred to a date, which is more than eight (8) weeks subsequent to the scheduled hearing date, the reaffirmation procedure described in Paragraph A(1) above shall be followed again.

B. BEFORE THE BOARD OF SUPERVISORS HEARING

1. If prior to the hearing before the Board of Supervisors, the applicant's approved affidavit which was reaffirmed at the hearing before the Planning Commission must be changed, deleted or supplemented in any way, a new affidavit on an affidavit form provided by the County must be submitted to the Office of the County Attorney on or before the close of business **seven (7) business days prior to the scheduled hearing date**. Failure to submit the affidavit by the deadline is cause for removal from the scheduled public hearing before the Board of Supervisors.

2. At each and every hearing on the application before the Board of Supervisors, the applicant or the applicant's authorized agent, described in Paragraph A(1) above, shall be required to make an oral statement that the reaffirmed affidavit or the new affidavit is correct and accurate as of the date of the hearing.